

EMPLOYEE HANDBOOK

2021-2022



**LONGMEADOW
PUBLIC SCHOOLS**

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August, 2021

Dear Colleagues:

Welcome to the Professional Learning Community of the Longmeadow Public Schools! You are part of an outstanding group of educators who work together to keep our "eyes on the child – learning".

In the handbook of materials that follow, you will find an overview of important information that you should know about our district. There are references to other important documents, such as your collective bargaining agreement, with which you should become familiar. As you review the handbook's contents, feel free to ask questions about any procedure or practice that does not seem clear to you. Any of your colleagues will be glad to assist you.

It is required for all staff members to read all policies and procedures of Longmeadow Public Schools. This information is vital as it clearly governs how we operate and informs you of what you can and can't do. As new policies are developed by the School Committee, and new procedures developed by Longmeadow Public Schools, they will be emailed to you for your immediate review. Please stay current and follow our policies and procedures so that we maintain a safe and respectful environment at all of our schools and buildings.

As the need arises, you will want to use this handbook as a reference, so keep it in a safe place.

Best wishes for every success at Longmeadow Public Schools!

Sincerely,

M. Martin O'Shea, Ed.D.
Superintendent of Schools

Longmeadow School Committee

Kevin Shea, Chair
Bronwyn Monahan, Vice Chair
Nicole Choiniere, Clerk
Gianna Allentuck
Susan Bell
Jamie Hensch
Mary Keane

Longmeadow Education Association

Kathleen Russotto and Robert O'Connell, Co-Presidents
Paula Ruyffelaert, Secretary
Anna Gelinas, Treasurer/Membership

Longmeadow Administrative/Human Resources

Main Office: 565-4200 Fax: 565-4215

Superintendent of Schools	Dr. M. Martin O'Shea
Assistant Superintendent for Learning	Ms. Susan Bertrand
Assistant Superintendent for Finance & Operations	Mr. Thomas Mazza
Facilities Director	Mr. Nicholas Georgantas
Director of Pupil Services	Mrs. Jean Fontaine
Director of Technology	Mr. Nicholas Jorge
Administrative Assistant, Superintendent	Mrs. Dianne Georgantas
Administrative Assistant, Assistant Superintendent	Mrs. Tammy Filiault
Assistant Business Manager	Mrs. Mary Talbot-Barry
Assistant Bookkeeper	Mrs. Christine Fontaine
Benefits Administrator	Ms. Jocelyn Sanchez
Human Resource Manager	Mrs. Erica Gelinas

School Principals

High School (565-4220)	Mr. Thomas Landers
Glenbrook Middle School (565-4250)	Mrs. Nikcole Allen
Williams Middle School (565-4260)	Dr. Elizabeth Nelson
Blueberry Hill School (565-4280)	Mrs. Amy Stec
Center School (565-4290)	Mrs. Donna Hutton
Wolf Swamp School (565-4270)	Mr. Jared Materas

New Employee Checklist

The following items need to be addressed with New Employees to insure the timeliness of their submission. Delay in submitting forms will slow down their processing.

IMMEDIATE RESPONSES REQUIRED FOR THE FOLLOWING:

Forms to Human Resources Department, Longmeadow Town Office

Federal Withholding Form (W-4)
Massachusetts Withholding Form (M-4)
Direct Deposit Forms (if interested)
Teachers' Retirement Form & ONLINE Enrollment Form
Employment Eligibility Verification (Form 1-9) and applicable forms of ID
Drug-Free Workplace Policy
Sexual Harassment Policy
Conflict of Interest Policy and online training certificate
Medical Insurance Forms
Life Insurance Forms
Disability Forms
Sick Leave Bank Forms
CORI
Fingerprint-based Background Check
TB Test
EPIMS/EEO Form
Whistleblowers Protection Policy
SSA 1945 form
Physical Exam (if applicable)
Proof of Certification (if applicable)
Ethics On-Line Training

Absence Management– issues or questions contact: Business Office

Longmeadow Education Association (LEA) Membership Forms – see LEA Building Representative for questions.

ADDITIONAL AREAS TO GET TO KNOW:

It is required for all staff to read and know all School Committee policies, and School handbooks. All staff should familiarize themselves with the procedures in each school building.

District Website: The district website contains a wealth of information. In addition to the School Committee's policy manual, the website contains directory information about administrative staff in the school system, links to individual schools, links to outside websites, including those of the Massachusetts Department of Elementary and Secondary Education (DESE) and other items of interest to the Longmeadow Public Schools' community and the general public. The website address is: <https://www.longmeadow.k12.ma.us/school-committee/policy>
Additionally, postings of public job postings can be viewed on the district's website. Internal postings are only viewable at: <http://www.schoolspring.com/jobs/?employer=11231&status=20>

Assistant Superintendent for Learning: A place to find forms, links, and information related to district curriculum, instruction, assessment, professional development, licensure, and evaluation:
<https://sites.google.com/longmeadow.k12.ma.us/new-lps/district-departments/asst-superintendent>

Curriculum Maps –Maps are found on various websites. Please refer to your curriculum coordinator as to where your curriculum maps are located.

Massachusetts Common Core Frameworks – copies of the frameworks for each discipline are located online at www.doe.mass.edu/frameworks/current.html

Licensure -- make sure you know the answers to the following questions:

Do you know the “status” of your license?

Do you know what category license you have?

Do you have a copy of your license in your professional portfolio?

Have you given a copy of your license to Central Office?

Professional Growth Opportunities – see your building PGC representatives if you have questions about professional development courses offered by LPS.

Contract – make sure you have one. You may also obtain a copy on the LPS website <https://sites.google.com/longmeadow.k12.ma.us/new-lps/district-departments/employment>

LONGMEADOW PUBLIC SCHOOLS CALENDAR

Student

Hours:

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '22						
S	M	T	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Scho	sum
14	130
15	130
16	130
17	130
18	130
19	130
20	130
21	130
22	130
23	130
24	130
25	130
26	130
27	130
28	130
29	130
30	130
31	130

- 2 New Employee
- 4 Orientation
- 2 Opening Day (PD#1)
- 5 Middle School Evening P/T
- 2 Prof. Dev. Day (PD#2)
- 6-4 Middle School P/T Conf.
- 2 Prof. Dev. Day (teacher work day) (PD#3) - 1/2 days MS only
- 7-1 Parents Day
- 21- First Day of School 1-12
- 25- No School / Winter Break
- 3 First Day of School
- 1 Prek & K

- 6 No School/Labor Day
- 7 No School/Rosh Hashanah
- 9 LHS Back-to-School
- 10 Night HS P/T Evening Conf.
- 11 MS P/T Evening Conf.
- 18 Prof. Dev. Day #5
- 23- No School / Yom Kippur
- 24- Elem P/T Conf. - 1/2 day Elem only
- 2 Elem Back-to-School
- 3 Night

- 11 No School /Columbus Day
- 21 End of 1st Quarter
- 15 No School / Good Friday
- 28 Rosh Hashanah
- 17 Evening P/T conf.
- 28-29 Spring P/T
- 18- No School/ Spring Break
- 22 - 1/2 days MS only

- 3-4 Elem P/T Conf. - 1/2 day Elem only
- 5 End of 1st Quarter
- 11 No School / Veteran's Day
- 30 No School / Memorial Day
- 24 1/2 Day Thanksgiving (all)
- 25- Thanksgiving Recess

- 3 End of 1st trimester
- 23-5 No School / October Break (2 day)
- 31 Break day

- 16- Snow Make-up days
- 23
- 20 Juneteenth Observed

Elementary Schools – Full day: 8:35 – 2:45 pm; Half day: 8:35 am -11:30 am
 Middle Schools – Full day: 8:30 am – 2:50 pm; Half day: 8:30 am – 11:30 am
 High School – Full day: 7:39 am – 2:15 pm; Half day: 7:39 am – 10:44 am
 <Date> = 1/2 day for students in the school listed ☐ No school - students = School Committee Meeting @ 6:30 p.m
 Please note: This calendar may be changed by school board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience.

PART I. SCHOOL SYSTEM GOVERNANCE

§ 1. Appointing Authority for Employees

Pursuant to Massachusetts law, and with the exceptions stated here, the Superintendent of Schools is the appointing authority for all employees of the Longmeadow Public Schools (LPS). The exceptions to the Superintendent's status as appointing authority are: (1) the Superintendent of Schools; (2) the Assistant Superintendent for Learning, (3) the Director of Special Education, and (4) the Business Manager/ Assistant Superintendent for Finance and Operations. The Longmeadow School Committee, elected annually by the voters of Longmeadow, is the appointing authority for these four positions.

§ 2. School Committee Policy Manual

- A. Topics Addressed. The duly adopted policies of the Longmeadow School Committee, along with federal and state statutes and regulations, are the rules by which the Longmeadow Public Schools are to be governed. These policies are compiled in a policy manual, which sets forth Committee policies in the following areas: foundation and basic commitment; School Committee governance and operations; general school administration; fiscal management; support services; facilities development; Personnel; negotiations; instruction; students; school-community relations; and education agency relations. The manual is updated as new policies are adopted and existing policies are revised as needed.
- B. Location of Copies. A complete set of Longmeadow School Committee policies can be found on the Longmeadow Public Schools' website (<https://www.longmeadow.k12.ma.us/school-committee/policy>). Every employee of the Longmeadow Public schools should become familiar with the School Committee's policies, particularly those that pertain to her/his area(s) of responsibility.

PART II. DISCRIMINATION PROHIBITIONS AND CIVIL RIGHTS

§ 1. Employment Non-Discrimination Statement

It is the policy of the Longmeadow Public Schools (LPS) not to discriminate on the basis of race, color, sex, religion, national origin, sexual orientation, gender identity, disability, or pregnancy or pregnancy related conditions, in accordance with Chapter 622 of the Massachusetts General Laws, Title IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Acts of 1973, the Americans with Disabilities Act, and the MA Pregnant Workers Fairness Act.

The Superintendent or the Superintendent's designee shall annually evaluate the K-12 school program to ensure compliance with these legislative decisions. If you believe that an issue of non-compliance exists, a written complaint may be filed with the Director of Pupil Services for Longmeadow Public Schools, Section 504 Coordinator, or with the Chapter 622 and Title IX Coordinator

§ 2. Civil Rights Compliance Officer

The Longmeadow School Committee has designated the Director of Pupil Services as the Civil Rights Compliance Officer of the Longmeadow Public Schools. The Director is responsible for ensuring enforcement of all prohibitions of discriminatory conduct, all matters of reasonable accommodation of persons with handicapping conditions, and all other matters pertaining to civil rights that may arise in the Longmeadow Public Schools under Title VI, Title VII, Title IX, Chapter 622, the Americans with Disabilities Act, Section 504, MA Pregnant Workers Fairness Act and all other pertinent statutes. Complaints about discrimination, inquiries, and other matters pertaining to civil rights compliance should be addressed to:

Director of Pupil Services, Longmeadow Public Schools

PART III, HUMAN RESOURCES & PAYROLL

§ 1. Human Resources Office

A. Location and Hours of Operation. The Human Resources Office of the Longmeadow Public Schools is open Monday to Thursday 8:15 a.m. to 4:30 p.m. and Friday 8:15 to noon. It is located at:

735 Longmeadow Street, Suite 102
Longmeadow, MA 01106
Phone: (413) 565-4128 Fax: (413) 565-4372

B. Office Responsibilities. The Human Resources Office is the official site of all Human Resources records for school district employees, past and present. An employee should contact the Human Resources Office with any questions or concerns regarding the following topics: sick leave accumulation and use; personal leave use; accuracy of compensation; clarification of benefits available and entitlement to such benefits; the contents and inspection of Human Resources records; questions regarding leave, either paid or unpaid; absences for medical or other reasons; and any other matter pertaining to employment issues with the Longmeadow Public Schools.

§ 2. Payroll and Benefits Office

A. Location. The Longmeadow's Human Resource Office, 735 Longmeadow Street, Suite 102 Longmeadow, MA 01106
Phone: (413) 565-4128 Fax: (413) 565-4372

B. Regular Business Hours:

Regular business hours are Monday to Thursday 8:15 a.m. to 4:30 p.m., and Friday 8:15 to noon.

C. Benefits. A list of benefits can be seen at <http://www.longmeadow.org/914/Benefits>

§ 3. Pay Dates

Employees of LPS are paid every other Wednesday. Twelve-month employees (principals, other administrators, custodians, 52-week secretaries) are paid 26 times/year. School-year employees (teachers, paraprofessionals, and school year secretaries) are paid either 26 or 22 times annually, depending on their individual or collective bargaining agreements. Persons employed for a shorter period will be paid as required by their length of actual service. The pay dates for the current school and contract years are shown on the human resources website.

§ 4. Payroll Procedures

A. Paperwork Requirements upon Employment. Every new employee of the Longmeadow Public Schools is required to: (1) complete an IRS W-4 (tax withholding) form; (2) enroll in a retirement system or plan; (3) complete a CORI (criminal history background check) authorization form; (4) submit to a fingerprint based background check as required by DESE; (5) complete an I-9 form as required by the U.S. Immigration and Naturalization service; (6) if being employed in a position requiring a license or certificate from the Mass. Department of Elementary & Secondary Education (DESE): complete statement of the individual's certification or licensure status and provide a copy of the certificate or license, as appropriate; and (7) complete such other paperwork as may be required by the Human Resources Office. All employees must submit to state and national fingerprint-based background checks.

Only upon completion of legally required paperwork and background checks will an employee be able to begin working and subsequently receive a paycheck.

- B. Closing of Payroll. Paychecks for all Longmeadow municipal employees, including employees of the Longmeadow Public Schools, are issued by the Town of Longmeadow. Timesheets and other documentation required to ensure payment must be submitted to the business office not later than one (1) week prior to the pay date on which payment is anticipated.
- C. Making Changes in Benefit Coverage. Changes in an employee's benefits, including insurance coverage, tax-deferred annuity withholding, direct deposit deductions, and other matters related to payroll are made through the Human Resource Office

Time is of the essence in making such changes. For example, if an employee has a Qualifying Event (as defined by Federal Law) and needs to add a dependent to her/his health insurance, or marries and needs health insurance coverage for her/his new spouse, or loses her/his coverage on another person's insurance and needs to enroll in the town's health insurance coverage, all required documentation must be submitted to the Human Resources Department within 30 days of the change in family status.

PART IV. ABSENCES FROM WORK

§ 1. Reporting Absences from Work

Any absence from work, whatever the excuse, disrupts some aspect of the Longmeadow Public Schools' educational and support programs; therefore, an employee who must be absent from work for any reason should report her/his absence *as soon as possible after learning that the absence will occur*. Use the Absence Management system for arranging for a substitute teacher. You can log on to:

<https://login.frontlineeducation.com/login?signin=b26c158b1bf3290a502b6caa454af015&productId=ABSMGMT&clientId=ABSMGMT#/login> or call 1-800-942-3767 to record your absence.

It is your responsibility to make sure the following information is available to the substitute teacher upon his/her arrival at school:

Your class schedule (including extra duties)

Directions for homeroom and class routines

Lesson plans for all classes

Seating charts

Any information that your substitute teacher needs to know including medical needs/alerts and educational plan needs of your students.

Notes: If you are going to be out, but do not need a substitute teacher, you still must follow the Absence Management procedure to report your absence.

Timely notice is needed in order to allow the Absence Management system to secure a substitute. You must post your absence by 7:30 AM at the elementary schools, by 7:00 AM at the middle and by 6:30 AM at the high school.

§ 2. Medical Absences

Please check your respective contracts for information regarding absences from work.

§ 3. Other Absences

A. Personal Leave

Personal leave is available to certain employees under either their pertinent collective bargaining agreement or their personal contracts of employment. For pertinent information, refer to negotiated agreements.

B. Professional Leave

For pertinent information, refer to negotiated agreements.

C. Military Leave

In certain situations military leave with pay is available to Longmeadow Public Schools employees under Massachusetts law (M.G.L. c. 33 § 59) and the provisions of certain

collective bargaining agreements. For pertinent information, refer to negotiated agreements.

D. Jury Duty

Employees absent from work because of jury duty are obliged by law to submit the juror service certificate they receive to their employer in order to be paid by their employer for jury service time. See M.G.L. c. 234A § 58. An employee who is absent from work for jury duty and who is released from jury duty before the mid-point of that employee's work day is expected to return to work for the remainder of that workday. For pertinent information, refer to negotiated agreements.

PART V. GENERAL EMPLOYMENT ISSUES

§ 1. Basic Work Expectations of Employees

Each person who is employed by the Longmeadow Public Schools has been hired in order to enable the school system to meet its obligations under Massachusetts and United States law, and to adhere to the school district's mission set forth in Part I, above. Every employee furthers that objective either by providing direct services to students or by working in support of direct instruction and related programs that benefit children and young people.

The appointing authority (see Part II § 1, above) has certain basic expectations of each Longmeadow Public Schools employee. Those expectations are that each employee:

- A. Attend work regularly and punctually unless excused due to emergency, illness, or previously approved absence;
- B. Show respect to other employees, students, and members of the public;
- C. Take due care with all property of the Longmeadow Public Schools;
- D. Be honest and forthright in reporting absences from work, handling or accounting for school district funds, and making claims either for payment for services or for reimbursement from the Longmeadow Public Schools;
- E. Adhere strictly to the established rules, policies, and procedures of the Longmeadow School Committee and the Superintendent of Schools;
- F. Exercise reasonable judgment, and therefore behave sensibly, in interacting with other employees, supervisors and administrators, students, and the public;
- G. Take direction respectfully and promptly from her/his supervisor;
- H. Implement her/his supervisor's directives promptly, thoroughly, and to the best of that employee's ability; and
- I. Otherwise perform to the best of her/his ability all the duties associated with that employee's specific position in the Longmeadow Public Schools.
- J. All employees are required to read and become familiar with the Longmeadow Public Schools Policy Manual (available on the district's website).

§ 2. Employee Ethics

The School Committee expects members of its professional staff to be familiar with the code of ethics which applies to their profession, and to adhere to it in their relationships with students, parents, co-workers, and officials of the school system. Reference School Committee policy GBEA - Staff Ethics/Conflict of Interest

§ 3. Employee Work Hours

All staff are professional employees who are expected to complete all requirements of the job. The minimum work hours for Longmeadow Public Schools employees are determined by collective bargaining agreements or, where applicable, by individual contracts of employment. If an employee has a question about her/his own specific work hours, either regularly or in an unusual situation, then that employee should contact her/his immediate supervisor.

§ 4. Criminal Offender Records Investigation (C.O.R.I.) Checks

A. Purpose

It is the policy of the Longmeadow Public Schools to fulfill the mandate of Chapter 385 of the Acts of 2002, An Act Further Protecting Children, namely, that the Longmeadow Public Schools conduct criminal background checks on current and prospective employees, volunteers, school transportation providers, and others who may have direct and unmonitored contact with children. "Direct and unmonitored contact with children" means contact with a child when no other CORI cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.

B. Process for Obtaining CORI

The Longmeadow Public Schools will fulfill the obligations of the CORI law in a manner that is consistent both with the obligations of the law and with negotiated agreements. CORI checks will be conducted every three years, or more often with reasonable cause. The Superintendent's office will notify all subjects of CORI requests that such information is being or may be obtained. The Superintendent's office will copy the Request Form on letterhead and distribute it for signature to each individual about whom CORI is sought, including current employees and volunteers, qualified prospective employees and volunteers, and individuals regularly providing school related transportation to children. (M.G.L. c. 6, § 1721 does not require employees of taxicab companies providing school transportation services to complete and sign Request Forms.) Only the Superintendent, Assistant Superintendent, Director of Business Services, Director of Pupil Services, or designated members of the Central Office staff will initiate, monitor, and maintain CORI records. (File: ADDA)

Under Massachusetts law no person may be employed by, or may work as a volunteer, in any capacity with the Longmeadow Public Schools that involves unsupervised access to students while on school premises or while participating or assisting in school-sponsored programs or activities, without satisfactorily completing a Criminal Offender Records Information (CORI) check. This requirement is implemented by School Committee Policy ADDA. Because of the requirement imposed by state law on School Committees and Superintendents to secure CORI checks on all employees, an employee's refusal to authorize the Superintendent to file a request for a CORI check may be deemed to be a most serious disciplinary issue, possibly resulting in termination of employment. Information that is received through a CORI check must, by law, be held in strictest confidence. Such information may be shared only as authorized by the individual on whom the check was done or as otherwise provided by law. See M.G.L. c. 6 §§ 167-178B. (Policy ADDA.)

C. Fingerprint-Based Background Checks

In September, 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, “an Act Relative to Background Checks”. The new law expands on what we as public schools already do with Criminal Offender Record Information (CORI) checks. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The Statewide Applicant Fingerprint Identification Services (SAFIS) has been created for this purpose. The vendor selected by the state to perform the fingerprint-based checks is MorphoTrust USA IndentoGo.

- To register for an appointment go online: www.identogo.com/FP/Massachusetts.aspx, select Online Scheduling for one of the available locations (there is a location in Springfield), or by phone at (866) 349-8130.
- You will need the Longmeadow Public School’s 8-digit DESE Organizational code during the registration process. For uniformity ALL employees of the Longmeadow Public Schools should use the following when registering for an appointment:
 - Agency sector: Prek-12th grade education
 - **Longmeadow’s Provider ID: 01590000** (Substitutes and Student Teachers may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times).
 - Employer: Longmeadow Public Schools
 - Employer contact name: M. Martin O’Shea
 - Address of employer: 535 Bliss Road, Longmeadow, MA 01106
 - Phone number of employer: 413-565-4200
- Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement \$35.00 for non-licensed employees and \$55.00 for DESE Licensed Professionals (including those with pending applications/licenses).
- Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L.c.71 § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35 fee.
- Please be sure to bring identification to your appointment.
- At the completion of the fingerprint enrollment appointment, you will be provided with a receipt. A copy of that receipt must be returned to Dianne Georgantas, Administrative Assistant, in the Superintendent’s Office. The receipt will provide the district with confirmation your fingerprints were captured.

§ 5. Employee Work Assignments

Each employee of the Longmeadow Public Schools shall receive her/his specific work assignment from her/his supervisor. If an employee is uncertain about her/his work assignment, work location, or the duties associated with her/his position or work assignment, then it is the employee’s responsibility to promptly seek clarification of the matter in question from her/his supervisor.

A. Evening Meetings and Functions

“As part of the proper discharge of their professional duties, Teachers will be expected to attend those evening meetings and functions which by their nature demand teacher presence. By way of illustration, such meetings shall include Open House (except, in elementary schools, there will be no required spring Open House), Back-to-School, and Parents Nights, and specific subject area event nights for those Teachers involved.” These events are important opportunities for teachers to encourage parents to become involved in their child’s educational progress as well as to enlist their support. You will be notified of the date(s) and times for these events at your individual schools.

B. Parent/Teacher Conferences

Parent/teacher conferences provide an opportunity for teachers and parents to communicate about the progress of the children in our schools. They also serve as a means by which the

parents and teacher may work together to help ensure a successful and rewarding educational experience for their children. It is important to prepare for each conference by gathering work samples, assessments, and any information pertinent to the child's progress. In planning conferences for special needs students, be sure to coordinate the scheduling with the appropriate resource personnel.

Parent/teacher conferences are scheduled as follows:

Fall

Elementary: two half days and one evening

Middle: one half day and one evening

High School: one evening

Winter /Spring

Elementary: two half days and one evening

Middle: one half day and one evening

High School: one evening

The dates of evening conferences will be determined at individual schools. On those days when afternoon conferences are scheduled, students will have early dismissal. See school year calendar for dates. If needed, additional conferences may be scheduled throughout the year based on a request by the parent and/or teacher.

C. Non-Teaching Duties

The Principal may assign additional duties (bus, recess, lunch, and detention duty) outside of the classroom. These duties will be assigned as equitably as possible and are as much a part of the job as classroom performance. If you have a substitute, be sure to indicate duties that you have so that he/she will carry out these obligations.

D. Attendance in Homeroom and Class

All teachers are responsible for taking accurate attendance in homeroom and in every class. This is crucial, especially in emergency situations or drills, as the school is responsible for accounting for the presence and whereabouts of all students. It is important that you be aware of the procedure for reporting absences in your building. You may ask the building principal, another teacher, or a member of your team for information about this procedure.

E. Student Illness or Accidents

In case of student injury or illness, send the student to the nurse or school office. Minor first aid will be administered by the nurse or a designee. Students who are ill will be picked up by parents or designated emergency contacts. Those students requiring more serious medical attention should be immediately referred to the school nurse.

F. Religious Holiday Observances and Accommodation for Religious Observances

Public schools have an obligation to help children understand the diversity of cultures and religions throughout the world. It is important to remain neutral in matters of religious holiday celebrations. Although religious objects or symbols that are an integral part of a curriculum unit may be displayed, religious holidays may not be celebrated in the classroom. State and federal law require schools to make reasonable accommodations to the religious needs of students and employees in observance of holy days. Massachusetts General Laws Chapter 151B, §2B reads in part as follows:

Any student in an educational or vocational training institution...who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with any opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

It is the practice of the Longmeadow Public Schools not to exclude any student from participating in any school activity because of absence due to religious observance. All teachers will be informed of days of religious observance when it is anticipated that many students might be absent. All teachers and staff need to insure that no student will feel any pressure to choose between school and religious observances, be penalized, or be denied opportunities to make up schoolwork. On those days when many students are absent due to religious observance, teachers should not schedule tests or introduce new material.

G. Emergency Forms

Each member of the staff must fill out an emergency form to keep on file in the building in which he/she works. This form will include the name of a person to contact in case of an emergency as well as other pertinent medical information.

H. Special Education

Chapter 766, the Massachusetts Special Education Law, has produced comprehensive legislation that has a broad effect on some of the students in our schools. Its function is to provide for the education of children with special needs. If you believe that you are dealing with a child who has special needs, contact the person in charge of the pre-referral process in your building.

If you supervise or teach a student who is classified under this legislation, you are directly responsible for being knowledgeable about the student's individualized education plan (IEP). These plans are located in the Special Education file of the student. If you need assistance in determining the scope of your responsibilities, you should contact the special education teacher or supervisor in your building.

The Longmeadow School District is committed to an inclusion model of providing special education services. The Special Education Law also, requires that students be serviced in the least restrictive environment.

§ 6. Availability of Copies of Collective Bargaining Agreements

The Longmeadow Public Schools has seven employee bargaining units (A, B, C, D, E, F, H). Teachers and certain other school employees are represented by the Longmeadow Education Association. Copies of employee bargaining units' collective bargaining agreements are available from the Human Resources Department. All collective bargaining agreements are posted on the district's website (<https://www.longmeadow.k12.ma.us/employees>).

PART VI. WORKPLACE RULES

§ 1. Workplace Conduct

Each employee of the Longmeadow Public Schools shall comport herself/himself at work in a manner that furthers the mission of the school district and the goals of the Superintendent of Schools. Therefore, each employee should act in a manner that a reasonable person would view as appropriate to the employee's role as a model to children and young people and a public servant. This includes, but is not limited to: using appropriate language at work; working efficiently and conscientiously; addressing other staff, students, and the public respectfully; and promptly and courteously following the directions of the employee's supervisor(s) and superior(s).

Employees are to comply with School Committee policies, available on the School District's website, and MA General Laws. Violation of policies or laws may result in disciplinary action up to and including termination.

§ 2. Confidentiality of Information Learned Through Employment

Each employee of the Longmeadow Public Schools receives information as part of her/his position that is confidential. Information on students, on other employees, on members of the public, including parents and guardians, and on school-related matters is part of the school system work environment. The security and confidentiality of such information is protected by a variety of federal and state laws and by Longmeadow School Committee policy.

Parents and guardians have the right to inspect and receive copies of their children's records, but there are established procedures for their receiving this information (see 20 U.S.C. 1232f; see also M.G.L. c. 71 § 34D; and see 603 C.M.R. 23.07). The public has the right of access to the public records of the Longmeadow Public Schools under the Massachusetts freedom of information law (M.G.L. c. 66 § 10). Courts acting within the scope of their authority may order the release or disclosure of public and even personal information. But employees may not act on their own initiative to violate any person's confidentiality or to disclose student or employee information or public records or information of any sort that they are not authorized to disclose. Employees who receive a public records request must immediately forward that request to the Records Access Officer at RAO@longmeadow.k12.ma.us. The Records Access Officer for the district is the Superintendent of Schools.

Therefore, it is strictly prohibited for any employee to discuss, release, or disclose any such information to any individual, organization, or agency without the express prior approval of that employee's supervisor. Any employee who makes an unauthorized disclosure of confidential or protected information may be subject to discipline, up to and including termination. If an employee is deemed to have acted outside the scope of her/his authority in releasing information without due authorization, that employee may not be covered by the indemnification provisions of Massachusetts law (see M.G.L. c. 258; the Longmeadow Public Schools) and may be personally liable to any party who is aggrieved by that release or disclosure.

§ 3. Weapons and Dangerous Devices Prohibited

It is strictly prohibited for a Longmeadow Public Schools employee to possess or use any weapon, including but not restricted to a gun, knife, blade, or club, in a school building, on school grounds, or at any school-sponsored activity. It also is strictly prohibited for a Longmeadow Public Schools employee to possess or use any other dangerous implement, such as an explosive or incendiary device, or any implement or object not ordinarily in the possession of a school employee, that can reasonably be foreseen to have a use in harming another person, in any school building, or on school grounds.

§ 4. Smoking and Other Tobacco Use Prohibited

Use of any tobacco products, including chewing or the use of electronic cigarettes, e-cigarettes, personal vaporizers, or electronic nicotine delivery systems, within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications. Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF: M.G.L. 71:37H

§ 5. Substance Use Prohibited

Being under the influence of any mind altering substance including but not limited alcohol, marijuana, cocaine, etc., within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times. Anyone suspected of being under the influence will be removed from their duties and will be the focus of an investigation. Further, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace.

§ 6. Workplace Apparel

Each person employed by the Longmeadow Public Schools has been hired to further the education of the children and young people of Longmeadow in conformity with the mission of the Longmeadow Public Schools. School employees do their work properly either by providing direct services to students or by performing tasks or functions that support direct instruction and related programs.

Each person employed by the Longmeadow Public Schools works in a public school setting. Consequently, even if an employee's direct contact with students is infrequent and incidental, that person serves as a role model for the children and young people who attend Longmeadow's public schools. Moreover, every school system employee represents the Longmeadow Public Schools to the public.

In light of these facts, each Longmeadow Public Schools employee should dress for her/his work assignment in a manner that properly acknowledges that person's serving as a role model for children and young people and as a public employee working at the public's business. Although the Longmeadow Public Schools currently has no formally adopted dress code for its employees, apparel should nonetheless reflect the individual's role as a model to children and young people and as a representative to the public.

Employee apparel should in all cases be consistent with the safety requirements of the employee's position.

§ 7. Computer, E-Mail, and Internet Use

Every employee who has access to a Longmeadow Public Schools computer or computer terminal, with or without internet or e-mail access, is provided with that equipment in order to perform her/his Longmeadow Public Schools duties and functions more effectively. Use of a computer at work is not an employee's right and may be revoked at any time. The computer is a tool provided by the school system solely to facilitate the employee's delivery of a public service.

Computer equipment, email accounts, and Internet access should be used solely for the purposes of conducting the business of the Longmeadow Public Schools. In addition, no employee may access a pornographic or otherwise inappropriate website or otherwise utilize the district's hardware or software in a manner not expressly authorized by the School Committee.

Violation of any of these prohibitions may lead to the employee's loss of her/his computer privileges, and may also result in disciplinary action, up to and including termination. Furthermore, where a criminal violation is deemed likely to have occurred the matter will be referred to appropriate law enforcement authorities.

Disclaimer Regarding Use of Longmeadow Public Schools Hardware, Software, or Network

The Longmeadow Public Schools makes no express or implied warranties for the computer, network, or Internet access it provides. The Longmeadow Public Schools cannot completely eliminate access to information that is offensive or illegal and resides on networks outside the Longmeadow Public Schools' system. The accuracy or quality of information obtained cannot be guaranteed. The Longmeadow Public Schools will not guarantee the availability of access to individual computers, the district network, or the Internet, and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

§ 8. Inappropriate Use of Inter-Office Mail Prohibited

The Longmeadow Public Schools' interoffice mail service is intended to further the educational and ancillary support activities of the school system. Use of the interoffice mail is restricted to activities and materials appropriate to the furtherance of those purposes.

Therefore, except where expressly provided by collective bargaining agreement or where expressly permitted by the Superintendent of Schools or her/his designee, no employee may use the interoffice mail system for personal or other non-business purposes. Specifically, it shall be prohibited for an employee to use interoffice mail, or to facilitate its use, for: business solicitations; political advertisements, notices, or flyers; commercial advertising; chain letters; sexually explicit or otherwise vulgar or offensive material; the

conduct of gambling or wagering of any sort; or any other matter that does not pertain to the mission of the Longmeadow Public Schools. The foregoing list is not intended to be exhaustive.

An employee's failure to comply with this prohibition may result in disciplinary action, up to and including termination.

§ 9. Political Activities by Employees

The school committee recognizes that employees of the public schools have the same fundamental civic responsibilities and privileges as other citizens; among these are campaigning for an elective public office as well as holding an elective or appointive office.

In connection with campaigning, an employee will NOT:

- A. Use school facilities, equipment or supplies.
- B. Discuss his campaign with school personnel or students during the working day.
- C. Use any time during the working day for campaigning purposes.

Under no circumstance will students be pressured into campaigning for any staff member.

REF.: M.G.L. 71:44

§ 10. Violation of Copyright Law Prohibited

Except as may be permitted under United States law, the Longmeadow Public Schools strictly prohibits the use of its facilities, equipment, or the work time of persons whom the school system employs for copying or reproduction of documents, including published books and pamphlets, computer software, compact discs, tapes, or any other materials or items that have been duly copyrighted in accordance with United States law and international treaty.

Failure to observe this prohibition may result in disciplinary action, up to and including termination. Violation of copyright law may also subject the violator to criminal or civil penalties. Questions regarding compliance with copyright law may be referred to the Director of Human Resources.

§ 11. Staff Gifts and Solicitations

In accordance with Massachusetts General Law 268A and State Ethics standards, school personnel are prohibited from accepting personal gifts from a contributor (single or collective) that total more than \$50.00 over the course of a single school year.

The School Committee acknowledges that student or parent may wish to express their gratitude to a teacher. However, the acceptance of personal gifts by school personnel from partners and /or students, or from suppliers, can be subject to misinterpretations and a source of embarrassment to the school system and all persons involved. Given these considerations, the School Committee encourages families, students, or others to demonstrate their personal appreciation through other modes of expression such as contributions to a Longmeadow Public School program (e.g. scholarship, media center, leveled book collection, classroom materials, educational fund, etc.). Other means of expression, such as items that are principally sentimental in nature or of insignificant financial value, are acceptable.

Please review the Staff Gift Policy, GBEC.

§ 12. Staff Ethics/ Conflict of Interest

A. ETHICS

The school committee expects members of its professional staff to be familiar with the code of ethics which applies to their profession, and to adhere to it in their relationships with students, parents, co-workers, and officials of the school system. The committee's various policies relating to conflict of interest will be made known to all staff members.

B. CONFLICT OF INTEREST

No employee of the school committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and

responsibilities in the school system; nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources. Moreover, as there should be no conflicts of interest in the supervision or evaluation of employees, at no time will any administrator responsible for the supervision and/or evaluation of any employee, be directly related to him.

- C. Please review the Staff Ethics / Conflict of Interest policy GBEA

§ 13. Attendance at In-Service and Professional Development Programs and Activities

Unless expressly excused or directed by her/his supervisor, or unless absent from work for an recognized and excusable reason, every Longmeadow Public Schools employee is to attend and participate in scheduled in-service training and professional development programming that is held for staff during regular work hours.

§ 14. Mandated Trainings

All mandatory trainings must be completed and signed off on by all staff including physical restraint, Civil Rights, bullying prevention and intervention, confidentiality, mandated reporting, social media and electronic communication policies. Please see your supervisor for information on how to access this training. Staff is responsible for reading and following all policies and receiving required trainings established by the District and School Committee.

§ 15. Reimbursements

Employees are expected to secure approval from their supervisor prior to incurring business-related reimbursable expenses. Allowed reimbursement will only be made after receipt of all original itemized receipts and records of payments made by the employee within one month of incurring the expense.

A. Business Mileage

Business travel will be reimbursed to an employee at the lesser mileage from either the distance from the person's residence to the business location or from the employee's normal work location to the business location. Reimbursement will be made at the amount set in the applicable collective bargaining agreement or at the IRS allowable amount.

B. Meals Expense

Employees may be reimbursed for meals incurred while traveling for business as approved by the supervisor and Asst. Superintendent for Finance and Operations. Reimbursement will not be made for alcoholic beverages. Employees are expected to limit meals to a reasonable expense amount. Reimbursement will be based on the actual expense incurred but not to exceed forty dollars (\$40) per day.

C. Travel and Miscellaneous Expenses

Other expenses, such as; parking, tolls, use of rental equipment, or use of taxi service, associated with travel will be reimbursed with the prior approval of the employee's supervisor and Asst. Superintendent of Finance and Operations. Employees are expected to limit travel expenses (e.g., overnight accommodations, transportation costs) to the lowest available or most reasonably priced option available.

§ 16. Face Masks – Policy EBCFA

The Longmeadow School District is committed to providing a safe environment as schools reopen during the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus and to keep members of our school community safe is the use of face masks. Therefore, in

accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE) and the Massachusetts Department of Public Health (DPH), the following requirements are in place until further notice.

A, CDC Compliant, 2-ply, face mask that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds and on school transportation, even when social distancing is observed. Face masks must comply with school requirements in that they do not disrupt school activities, are not obscene or otherwise inflammatory, and do not endanger the health or safety of themselves or others.

Individuals may temporarily be excused from the requirement for the following list of reasons, per CDC guidance:

The individual:

- has trouble breathing;
- is unconscious;
- is incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, the District will consider modifying the mask requirement for anyone who has a documented medical, behavioral or other condition making it unsafe to wear a face mask. A written note from a physician may be necessary for consideration of a modification. Final modifications are approved by the building principal in consultation with the school nurse or local Board of Health. Parents or guardians may not excuse their child from the face mask requirement.

Face masks may be temporarily removed when appropriate social distancing can be enforced during designated mask breaks, while eating and drinking, or for students to momentarily readjust their masks as necessary.

Furthermore, face masks may not be required when appropriate social distancing can be enforced during physical education classes and while outside.

Families and staff are responsible for providing face masks, however the district will supply one disposable mask per student per week and at least one disposable mask per day for each staff member. The district will supply a disposable face mask for individuals who arrive at a building, or board school transportation, without one.

If students are in violation of the face mask policy, the building principal will consult with the parent/guardians to determine whether a modification is appropriate. The student may be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

Visitors in violation of this policy will be denied entry to the school/district campus.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 - <https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Center for Disease Control and Prevention – Considerations for Wearing Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
Massachusetts Department of Elementary and Secondary Education – Reopening Guidelines - <http://www.doe.mass.edu/covid19/>
Commonwealth of Massachusetts – Mask Up MA! – <https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC – August 2020
Approved by School Committee 8/25/2020

PART VII. SAFETY ISSUES

§ 1. Workplace Safety

The safety of students, staff, and the public is the foremost concern of the Longmeadow Public Schools. Employees should take all steps necessary to acquaint themselves with appropriate safety rules and procedures where they work, and to follow those procedures as required. In the absence of stated safety procedures, each employee should exercise reasonable care and concern for her/his safety and the safety of others in the conduct of her/his employment by the Longmeadow Public Schools.

Every employee should promptly report any physical, social, or other situation to her/his supervisor when the employee believes that the situation may pose a risk to the safety of staff members, students, or the public.

§ 2. Employee Identification

In order to improve assurance of the safety of students, staff, and the public, Longmeadow Public Schools employees are required to wear an identification badge. I.D. badges are available through the IT Department at Central Office. Any badge issued to a Longmeadow Public Schools employee should be carried on the employee's person at any time she/he is in school or working in a school-sponsored function or activity, whether on or off school property.

Employee identification badges are the property of the Longmeadow Public Schools. It is strictly prohibited for any person issued an I.D. badge by the Longmeadow Public Schools to loan that identification to any other person for any reason. It is also strictly prohibited for any employee of the Longmeadow Public Schools to reproduce a school system I.D. badge by any means or for any purpose unless such reproduction is expressly authorized in advance by the Superintendent of schools or her/his designee. All employee identification badges must be returned to the IT department upon departure from Longmeadow Public Schools.

§ 3. School and Workplace Emergency Procedures

The Longmeadow School committee includes in its mission the provision of a safe environment for students. To advance that purpose, the school committee has as a policy that the school administration maintains appropriate current procedures for student drills and behavior in preparation for the possibility of school emergencies.

Emergency response plans exist for each Longmeadow Public Schools facility, including schools and offices. These plans are intended to facilitate the district's dealing effectively and immediately when there is a natural or other emergency, including a school's having an intruder, a bomb threat, or comparable man-made risk, whenever the situation poses a serious threat to the safety of students, staff, school visitors, or school property. Please refer to the Emergency Management Guide available in each classroom in every school.

Each employee is expected to familiarize her/himself with the emergency procedures in place for where she/he works, so that the employee's personal safety, as well as the safety of students and co-workers,

can be better ensured. Information on the specific emergency procedures in place for your school or workplace is available from the school's principal or your worksite supervisor.

PART VIII. INTERACTION WITH STUDENTS, & STUDENT RIGHTS

§ 1. Respect for Students

Each person working for the Longmeadow Public Schools is employed solely in order to enable the school system to pursue the mission set forth in I § 1, above. That mission centers on the effective provision of educational services to students. Every person employed by the Longmeadow Public Schools is a role model for the district's students. Therefore, every school system employee is to show proper respect to students as individuals and as impressionable children or young people in all of her/his interactions with students.

§ 2. Sexual Harassment

File: ACAB

Sexual Harassment will not be tolerated in the Longmeadow Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted, or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while individuals are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Individuals whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Sexual harassment means "sexual harassment" as defined in Massachusetts General Law, Chapter 151B, Section 1 and as defined in 34 C.F.R. § 106.30.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the individual.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming persons may also constitute sexual harassment.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly respond and reasonably investigate allegations of harassment upon receipt of a formal complaint through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above..

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Retaliation against a complainant, because they have filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination. As necessary, LPS will coordinate its investigation and response with outside agencies.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

NOTICE OF SEXUAL HARASSMENT

Upon receipt of a formal complaint of sexual harassment, the school will provide written notice to both the complainant and respondent of (a) this grievance process; (b) notice of the specific allegations of sexual harassment, with sufficient details known and sufficient time to give respondent time to prepare a response before an initial interview, including identify of the parties, the conduct, date and location of the incident, if known; (c) a statement that the respondent is presumed not responsible and that a determination of responsibility is made at the conclusion of the grievance process; (d) that the parties have a choice of advisor, who may be but is not required to be an attorney, to help them with the process, including inspecting and reviewing evidence; and (e) provisions in the code of conduct that prohibit knowingly making false statements or submitting false information during the grievance process.

The school will provide to all parties whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other relevant meetings, with sufficient time for the party to prepare to participate.

Investigation/Hearing Procedure

- 1) As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, the parties may agree to facilitate informal resolution of a sexual harassment complaint, unless the allegation involves an employee respondent and student complainant. The following rules apply for formal investigations:
- 2) Investigations will be completed, and the grievance process will be completed, within 60 days from the receipt of the initial complaint.
- 3) Appeals of any decisions made as a result of the grievance process will be heard and decided within 15 days of receipt of an appeal.
- 4) For good cause the school may delay the grievance process or extend time frames for filing, including but not limited to absence of a party, a party's advisor, or witness, concurrent law enforcement activity, or need for language assistance or accommodation of disability;
- 5) No questions or evidence will require parties to disclose information protected under legally recognized privileges unless the holder of the privilege waives the privilege;
- 6) The parties are allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination.
- 7) After the investigation, a written determination shall be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence standard.
- 8) The parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation which is directly related to the allegations raised in a formal complaint, so that each party can meaningfully reply to the evidence before the investigation is concluded. At a minimum, the school shall send to each party and party's advisor the evidence and shall give each party at least 10 days to respond in writing to the evidence. The school shall take the response into consideration before issuing a final investigative report.
- 9) The school will send the written investigative report for the parties' review and response at least ten (10) days prior to making a determination of responsibility on the complaint. The parties' response may include written, relevant questions to be asked of any other party or witness, and the school shall allow time for follow up questions based upon the responses received to the questions. Questions regarding a complainant's sexual predisposition or history are not relevant, unless offered to prove that someone other than respondent committed the acts alleged, or involve specific prior sexual behavior of the complainant with the respondent, offered to prove consent. The school will explain decisions to exclude questions as not relevant.
- 10) The decision maker shall issue a written decision at the conclusion of the investigation. The determination shall include:
 - (A) Identification of the allegations potentially constituting sexual harassment;
 - (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - (C) Findings of fact supporting the determination;
 - (D) Conclusions regarding the application of the recipient's code of conduct to the facts;
 - (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided by the recipient to the complainant; and
 - (F) The school's procedures and permissible bases for the complainant and respondent to appeal.The school shall provide the written determination to the parties simultaneously.
- 11). Appeals. Either party may appeal from a determination, within 15 days from the receipt of the written determination, on the basis of:

- (A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If an appeal is filed, the school shall:

- (A) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- (B) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- (C) Ensure that the decision-maker(s) for the appeal complies with the standards set forth above with regards to freedom from bias;
- (D) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- (E) Issue a written decision describing the result of the appeal and the rationale for the result; and
- (F) Provide the written decision simultaneously to both parties.

DUE PROCESS PROTECTIONS

The Parties to a sexual harassment complaint will be afforded due process protections.

Due process protections include the following:

- 1 A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2 All parties have an equal opportunity to present witnesses and evidence including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 3 Require an objective evaluation of all relevant evidence, including exculpatory and inculpatory evidence, and will not make credibility determinations based on a person's status as complainant, respondent, or witness;
- 4 The person designated by the school as a Title IX Coordinator or investigator, or decision maker in this process, shall be free of conflict of interest or bias for or against complainants or respondents generally or specifically;
- 5 A decision –maker on the complaint shall be separate from the Title IX Coordinator or investigator;
- 6 Decisions that harassment occurred will be made by a preponderance of the evidence;
- 7 Disciplinary sanctions and remedies may range from counseling or warnings, up to and including suspensions, discharge from employment or expulsion, depending on the circumstances of the matter;
- 8 Supportive measures including counseling are available to both respondents and complainants;
- 9 No questions or evidence will require parties to disclose information protected under legally recognized privileges unless the holder of the privilege waives the privilege.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The District may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed.

RECORD KEEPING REQUIREMENTS

The school shall create and maintain records documenting every Title IX sexual harassment allegation. This could include mediation, restorative justice, or other models of alternative dispute resolution. The school shall keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contain the essential policy elements shall be distributed by the Longmeadow School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

District's Title IX Coordinator:

- Director of Pupil Services, (413) 565-4200 ext. 4019

Person(s) to receive a complaint in each District School:

- Blueberry Hill School Principal – (413) 565-4280,
- Center School Principal – (413) 565-4290
- Wolf Swamp Road School Principal – (413) 565-4270
- Glenbrook Middle School Principal – (413) 565-4250
- Williams Middle School Principal – (413) 565-4260
- Longmeadow High School Principal – (413) 565-4220

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- Office for Civil Rights (U.S. Department of Education) (within 180 days)
5 Post Office Square, 8th Floor
Boston, MA 02109.
Phone: 617-289-0111
- The Mass. Commission Against Discrimination, 1 Ashburton Place, Room 601 (within 300 days)
Boston, MA 02108.
Phone: 617-994-6000
- The United States Equal Employment Opportunity Commission, (within 300 days)
John F. Kennedy Bldg.
475 Government Center
Boston, MA 02203
- Problem Resolution Services (within 1 year)
75 Pleasant Street
Malden, MA 02148
781-338-3700

LEGAL REF.: M.G.L. 151B:3A
Title IX of the Education Amendments of 1972
BESE 603 CMR 26:00
34 CFR 106.44 (a), (a)-(b)
34 CFR 106.45 (a)-(b) (1)
34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC July 2020

§ 3. Bullying Prevention and Intervention Plan

PRIORITY STATEMENT

The Longmeadow Public Schools is committed to providing all students with a safe learning environment that fosters respect, character and integrity. We seek to eliminate all forms of bullying and cyber-bullying and all other harmful and disruptive behavior that may impede the learning process. This commitment is an integral part of our mission as a learning community.

This Plan applies to students and all members of the Longmeadow Public Schools staff, including but not limited to: educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

Bullying as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Bullying also includes cyber-bullying. Cyber-bullying is the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence or any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying also includes (i) the creation of a web page or blog in which the creator assumes the identity of another person, (ii) the knowing impersonation of another person as the author of posted content or messages, (iii) the distribution by electronic means of a communication to more than one person, or (iv) the posting of material on an electronic medium that may be accessed by one or more persons if the creation, impersonation, distribution, or posting creates any of the conditions enumerated in clauses (i) through (v) of the definition of bullying.

The Longmeadow Public Schools recognizes that certain categories of students may be more vulnerable to becoming targets of bullying based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The administration, faculty and staff of Longmeadow Public Schools commit to continue to improve, enhance and update both the Plan and its implementation in order to best serve the students, parents and citizens of Longmeadow.

I. LEADERSHIP

Longmeadow Public Schools recognizes that leadership at all levels plays a critical role in developing and implementing Bullying Prevention and Intervention Plan ("Plan") in the context of other whole school and community efforts to promote positive school climate. Leaders have a primary role in teaching students to be civil to one another and to promote understanding of and respect for diversity and difference. Leaders are responsible for staying up-to-date with current research on ways to prevent and effectively respond to bullying.

This Plan is an integral part of the Longmeadow Public Schools' comprehensive effort to promote learning and eliminate all forms of violent, harmful and disruptive behavior; all students require this support to achieve their personal and academic potential. The Longmeadow Public Schools will not tolerate any unlawful or disruptive behavior, including bullying, in our schools or during school-related activities. All reports of bullying will be promptly investigated by the Longmeadow Public Schools.

- A. **Plan Development.** This Plan will be reviewed and updated at least biennially in consultation with various stakeholders, including teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians.
- B. **Assessing Needs and Resources.** At least once every four years, the Longmeadow Public Schools will administer a student survey, to be developed by the Department of Elementary and Secondary Education, to assess school climate and the prevalence, nature, and severity of bullying in our schools. Building-specific data will be collected and analyzed in order to identify patterns of behavior and areas of concern. This data will also inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula and in-school support services. Additionally, the district will annually report bullying incident data to the Department.
- C. **Planning and Oversight.** The below chart indicates the school and district leaders responsible for the listed tasks:

Task	Leader
Receiving reports on bullying	School Principals /Asst. Principals / Superintendent
Collecting and analyzing building- and/or school-wide data on bullying to assess problems and measure improved outcomes	School Principals
Creating a process for recording and tracking incident reports and for accessing information related to targets and aggressors	Student Information Specialist
Planning for ongoing professional development as required by law	Director of Pupil Services & Asst. Superintendent for Learning
Choosing and implementing the curricula that the school or district will use	School Administration with recommendation from curriculum council
Developing new or revising current policies and protocols under the Plan, including an Internet safety policy, and designating key staff to be in charge of implementation	School Committee/ Technology Committee/ Administrators
Amending and updating student and staff handbooks	

and codes of conduct to, among other things, make clear that bullying of students by school staff or other students will not be tolerated	Administration, School Councils and School Committee
Leading the parent and family engagement efforts and drafting parent information materials	Administration/Principals
Reviewing and updating the Plan	Administration

II. PROFESSIONAL DEVELOPMENT

- A. There will be annual staff training regarding the applicable district policies and procedures to be used when investigating and dealing with bullying. Staff members hired after the beginning of the year will be given school-specific information and training regarding bullying. The annual training shall cover, at a minimum, staff duties under this Plan, an overview of the steps that the principal/designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grade levels.
- B. There will be on-going professional development aimed at building staff skills to prevent, identify and respond to bullying. The professional development will be informed by research and will focus on information which is age and/or developmentally appropriate for the students of the school. Such professional development shall cover, at a minimum:
- Developmentally appropriate strategies to prevent bullying incidents;
 - Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents;
 - Information regarding the complex interaction and power differential that can take place between and among a perpetrator, target, and witnesses to the bullying;
 - Research findings on bullying, including information about students who have been shown to be particularly at risk for bullying in the school environment;
 - Information on the incidence and nature of cyber-bullying; and
 - Internet safety issues as they relate to cyber-bullying.
- C. Professional development will also address ways to prevent and to respond bullying or retaliation for students with disabilities that must be considered when developing students' IEPs, including a particular focus on the needs of students with autism or students whose disability affects social skills development.
- D. The school or district will provide all staff with yearly access to the Plan in the employee handbook.

III. ACCESS TO RESOURCES AND SERVICES

- A. Identifying Resources –
- Longmeadow High School – Guidance Counselors, Social Workers, School Nurse, Substance Use Response Coordinator, Special Education Director, Department Chairs, Teachers, Paraprofessionals and Administrators will all work together to prevent and address bullying issues.
 - Middle Schools – Health Teachers, Guidance Counselor, Adjustment Counselor, School Nurse, Special Education Director, Teachers, Paraprofessionals and Administrators will all work together to prevent and address bullying issues.
 - Elementary Schools – Adjustment Counselor, School Nurse, Special Education Director, Teachers, Paraprofessionals and Administrators will all work together to prevent and address bullying issues.

- B. Counseling – Depending on the school level, (high school, middle or elementary) counseling is available to students either through their Guidance Counselor, Adjustment Counselor and/or Social Worker and/or the Substance Use Response Coordinator. Services and counseling will be provided for both targets and aggressors when appropriate.
- C. Students with Disabilities –The IEP team will decide what should be included in the IEPs of students who may be vulnerable to bullying, harassment, or retaliation because of their disabilities.
- D. Referral to outside services – When and where it is appropriate, Guidance Counselors, Adjustment Counselors, Social Workers, Substance Use Response Coordinator or Administrators will make outside referrals to out-of-school services for students and families.

IV. ACADEMIC AND NON-ACADEMIC ACTIVITIES

- A. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:
 - Using scripts and role plays to develop skills
 - Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance
 - Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance
 - Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies
 - Enhancing students’ skills to increase engagement in healthy relationships and respectful communications
 - Facilitating students’ learning in a safe, supportive school environment that is respectful of diversity and difference. Students will be educated regarding the student-related sections of the Bullying Prevention and Intervention Plan. The Plan will be reviewed with students at the beginning of each school year.
- B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:
 - setting clear expectations for students and establishing school and classroom routines;
 - creating safe school and classroom environments for all students, with emphasis on students who may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics;
 - using appropriate and positive responses and reinforcement, even when students require discipline;
 - using positive behavioral supports;
 - encouraging adults to develop positive relationships with students;
 - modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
 - using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
 - using the Internet safely; and

- supporting students; interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

V. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

A. Reporting bullying or retaliation –

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor, or to the school committee when the superintendent is the alleged aggressor, any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents, or guardians, or other individuals who are not school or district staff members, may be made anonymously. Reports made anonymously will be fully investigated; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. The school or district makes a variety of reporting resources available to the school community including, but not limited to, an Incident Report Form, a phone number, a dedicated mailing address, and an email address.

Phone Number: 413-565-4200 ext. 4026

Mailing Address: 535 Bliss Road, Longmeadow, MA 01106

Email Address: jfontaine@longmeadow.k12.ma.us

Use of an Incident Report Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school and/or district websites, and information about the Plan will be made available to parents or guardians.

1. **Reporting by staff.** A staff member will report immediately to the principal or designee, or to the superintendent or designee when the principal or assistant principal is the alleged aggressor, or to the school committee when the superintendent is the alleged aggressor, when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.
2. **Report by Students, Parents or Guardians, and Others.** The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee, or to the superintendent/designee when the principal or assistant principal is the alleged aggressor.

Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee, or the superintendent/designee when the principal or assistant principal is the alleged aggressor.

B. Responding to a report of bullying or retaliation

1. **Safety.** Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety Plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. See individual school handbooks for more detailed information.

2. **Obligations to Notify Others.**

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor. Notice to the parents of a target shall include information about the steps taken to prevent any further acts of bullying or retaliation against the target. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and the Memorandum of Understanding Agreement established between the Longmeadow Police Department and the Longmeadow School Department. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if

he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor. In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

3. **Investigation.** The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

4. **Determinations.** The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The principal or designee shall inform the parent or guardian of the target about the

Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

5. Responses to Bullying

a. Teaching Appropriate Behavior Through Skill-building

Once the principal or designee has determined that bullying or retaliation has occurred, the district will use a range of responses that balance the need for accountability with the need to teach appropriate behavior in accordance with M.G.L. c. 71, § 37O(d)(v).

b. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the district's student handbooks.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student will be subject to disciplinary action.

c. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

VI. COLLABORATION WITH FAMILIES

- A. Parent education and resources** – The school and/or district will post on the school and district websites information pertaining to bullying prevention and steps that parents can take at home to support the prevention of bullying.
- B. Notification requirements** – Each year the school and/or district will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This information will include information about the dynamics of bullying and cyber-bullying. This Plan will also be posted to the website with related information.

VII. PROHIBITION AGAINST BULLYING AND RETALIATION

According to Massachusetts General Law M.G.L. c. 71, § 37O (b):

Acts of bullying, which include cyber-bullying, are prohibited:

- i. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- ii. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

VIII. PROBLEM RESOLUTION SYSTEM

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information is also available at the Superintendent's office.

IX. DEFINITIONS

The following definitions will help to create for the faculty, staff, students, parents, etc. a common language regarding the issue of bullying. Not all of the following definitions track the exact language of the statute, which is located at M.G.L. c. 71, § 37O.

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation towards a student.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the target or damage to the target's property;
- ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or
- v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyber-bullying.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, and bus drivers, and athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

IX. RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the Longmeadow Public Schools, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in this Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or the Longmeadow Public School district's policies.

In addition, nothing in this Plan is designed or intended to limit the authority of the Longmeadow Public Schools to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H1/2, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

§ 4. Acceptable Use Agreement

Introduction

Longmeadow Public Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Longmeadow Public Schools network is intended for educational purposes.
- All activity over the network, using district technologies, or using district accounts may be monitored and retained.
- Students should log out of all district-provided accounts when engaging in personal web activity, included when signed into district accounts on personal devices or at home.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.

- Longmeadow Public Schools makes a reasonable effort to ensure the safety and security of staff and students online, but will not be held accountable for any harm or damages that result from use of technology at school.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Longmeadow Public Schools uses several third party online services, including G Suite for Education. Students and parents/guardians should be aware that the use of those services may involve agreement to policies governing those services as established by the vendor. In the case of G Suite for Education, Google's privacy policies can be found here: <https://edu.google.com/k-12-solutions/privacy-security>

Students should understand that their online activity may be recorded when using accounts provided by Longmeadow Public Schools, including their G Suite for Education account. Students should verify that they are logged out of any school-related accounts before engaging in online activity not related to school that they wish to remain private from the district.

Technologies Covered

Longmeadow Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, virtual learning environments, email, and more.

As new technologies emerge, Longmeadow Public Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it:

- Be safe, appropriate, careful and kind;
- Don't try to get around technological protection measures;
- Use good common sense;
- Ask if you don't know.

Web Access

Longmeadow Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol by submitting the site to the helpdesk for review.

Web filters are not 100% effective, especially with images and other types of multimedia. Students should be supervised while using technology to access the web and users should notify the helpdesk if inappropriate material is accessed, even if accidentally.

Email

Longmeadow Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with others as allowed by the district agreement or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Longmeadow Public Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Additional information may be found in the district Social Media & Electronic Communication policy.

Mobile Devices

Longmeadow Public Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use agreement when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the helpdesk immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally Owned Devices

Personally owned devices (including laptops, tablets, smart phones, and cell phones) may be used during school hours as specified by local school policy, in the event of an emergency, or as instructed by a teacher or staff for educational purposes. In some cases, a separate network may be provided for personally owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the helpdesk immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want administrators, parents, teachers, or future colleges or employers to see. Once something is online, it's out there forever—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content (including words or images) from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use technology in school for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use technology in school at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of technology in school is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

Examples of Unacceptable Use

I will not:

- ✓ Use technology in school in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use technology in school to send spam or chain mail.

- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life without parental permission.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Engage in activities that would distract, interfere or limit the educational value of an activity using technology.
- ✓ Use technology in school for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technology at school.

Limitation of Liability

Longmeadow Public Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Longmeadow Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Longmeadow Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Agreement

Violations of this agreement may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Amended: July, 2018

Removed from Policy Manual 12/13/2017

§ 5. Social Media and Electronic Communication Policy – File IJNDD

The Longmeadow School Committee (the “Committee”) recognizes the increasing importance of electronic communication and social media for social interaction and education.

The Committee is charged with ensuring our schools’ educational environments are safe and conducive to learning. Recognizing this, the Committee has adopted this policy.

For purposes of this policy, “electronic communication” includes email, text messaging, and online messaging. “Social media” means any website or application used for sharing and interacting with others electronically, including but not limited to Facebook, Twitter, Instagram, Snapchat, Pinterest, Reddit, Tumblr, and WhatsApp.

1. Statement to LPS Staff

The Committee recognizes that social media and electronic communication have valuable functionality both in and outside of the classroom. This policy is not intended to limit any staff member’s right to speak publicly as a citizen on matters of public concern, or to communicate with fellow union members on workplace issues, so long as such communication does not interfere with the performance of job duties or disrupt the educational environment.

Staff members are role models, not students’ friends, and should always conduct themselves in

accordance with this understanding.

Prohibited Conduct: Staff shall not engage in the following types of conduct, which are strictly prohibited. The following are examples of conduct only and are not intended to be all inclusive.

- a. Fraternalization with students using any social media or electronic communication. Staff may not invite/accept current LPS students as “friends” on social media websites. Classroom participation on educational websites or professional pages (described herein) for instructional purposes is permitted with prior approval of the principal or his/her designee.
- b. Electronic communication to students of content of a sexual or other inappropriate nature. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.
- c. Electronic communication to students of content advocating the illegal use of alcohol, drugs, and/or other illicit or illegal activities between students and staff. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.
- d. Electronic communication to students of content encouraging or constituting hazing or bullying. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.
- e. Electronic communication of private information regarding students or other staff, including, but not limited to, student record information, private cell phone numbers, private photos and pictures, and private email addresses. This includes posts on social media websites that are publicly visible or accessible, and/or visible or accessible to any student or group of students.

2. Communication Media

- a. Cellular Telephones and Text Messaging- Staff employed by Longmeadow Public Schools are charged with, among many things, maintaining a safe educational environment for students. Although staff members should not generally provide their personal contact information such as cellular and home telephone numbers, there are limited instances described herein where it is appropriate to give out this information. Staff who lead school sponsored trips or organize events that require travel shall maintain a line of communication with students and parents by providing their personal cell phone number to all student participants and their parents. Students may also provide their personal cell phone numbers to staff who lead school sponsored trips or organize events that require travel to facilitate ease of communication during travel. The purpose of this limited exchange of personal information is to protect student safety during travel. In the event that circumstances require the exchange of personal contact information between student and staff, the following protocol shall apply.
 - i. Prior to providing any student with his/her home and/or personal cell phone number, a staff member shall inform the school’s principal or his/her designee and obtain prior authorization.
 - ii. Staff members shall communicate to students and their parents that the staff member’s personal cell phone number is being provided for educational, informational, or safety purposes only.
 - iii. Staff members shall only contact students via their personal cell phones for educational, informational, or safety purposes (i.e., the student has not returned to a bus on a field trip). The LPS prefers that communications related to academic issues occur in class or through district-provided email addresses.

- iv. Staff members who provide students with personal contact information shall explain the limited reason it is being provided and shall report any unauthorized use of this information by students (i.e., a student contacts the staff member via personal cell phone for an unauthorized purpose) to the principal or his/her designee immediately.

b. Email Communication Procedures:

- i. Staff may communicate with students, staff, parents, PTO's, members of the Committee, and members of the community through district-owned email addresses regarding issues pertaining to their roles as employees of the LPS. All email communication is to remain professional in nature at all times.
- ii. Staff shall not provide their personal email addresses to students.
- iii. Staff of the high school shall not request students' personal email addresses, nor shall they direct any communications to personal email addresses provided by students. District-owned email addresses have been provided to high school students and all email communication between staff and high school students shall be directed through district owned email addresses.
- iv. Staff of the middle and elementary schools shall notify parents that the LPS has provided students with school email addresses as part of the curriculum. Parents must be informed and must provide consent for their child to use the email address assigned. District email accounts for students in grades PreK through 8 are only to be used to communicate with LPS students and staff, not with the public at large.
- v. All email communication through a LPS-owned computer, network, or email address may be monitored by the District for any reason without notice. Users of district-owned email addresses should have no expectation of privacy in the content of communications on district-owned email addresses.
- vi. In general, communications sent or received by a district-owned email address are public records subject to disclosure upon request. Certain types of email communications are exempt from the definition of public records, including but not limited to communications that constitute student records or personnel records.

c. Use of Photographs

- i. Staff shall not, without the prior, express written permission of the superintendent or his/her designee, electronically communicate (including, but not limited to, posting on social media websites) the logo of the school or school district, any photo of the school-or its likeness, or any photo of any other property belonging to the LPS.
- ii. Staff shall not use, copy, disseminate or share in any manner, including via social media, photos or videos of students for personal purposes. Photos and videos of students may be used only with prior district approval, for school-related purposes, and only with confirmation that the parent(s) or legal guardian(s) have not opted out from the release of photos or videos of their child(ren).
- iii. Staff must keep in mind that videos and images of students may constitute "student records" within the meaning of federal and state law.
- iv. Staff shall not identify students by their full name in any photograph at any

time.

d. Social Media

- i. Staff shall not “friend,” follow, message, or engage students in any way on social media websites via their personal accounts.
- ii. Staff wishing to use a social media profile for both personal and educational purposes must maintain separate personal and professional work profiles.
- iii. Staff may only create professional social media accounts (i.e., accounts used exclusively for educational purposes) on district approved websites and platforms. The direct link to these pages must be provided to the principal or his/her designee and to the LPS Director of IT once they are created, along with all usernames and passwords that permit private or administrative access to the page/site.
- iv. Staff shall not communicate with students via the direct messaging feature of any social media site, but rather only communicate through district provided email accounts or social media posts that are publicly accessible via the staff member’s professional account on a district approved website or platform.
- v. Staff shall report any inappropriate use of these sites by students or by fellow staff members to their district administrator immediately.
- vi. Staff must cite links to all sources of information from third parties posted on professional social media webpages.
- vii. Staff must notify parents of the use of professional accounts on social media sites, and provide students who are unable to access content hosted on these sites with the relevant information necessary for participation in the class through other means (i.e., hand-outs, email, etc.).

e. Blogs, Wikis, Class Pages, etc.

- i. Staff may use blogs, wikis, or any other website for instructional purposes, including but not limited to homework pages and blog pages.
- ii. Staff shall provide the web address of his/her page to the principal or his/her designee before disseminating the address to students, along with all usernames and passwords that permit private or administrative access to the page/site.
- iii. Staff shall comply with all school and district policies regarding the identification of students by their first names on these pages. Staff must notify parents of the use these pages, and provide students who are unable to access content on social media sites with the relevant information necessary for participation in the class through other means (i.e. hand-outs, email, etc.).
- iv. Staff shall cite all sources of content they provide on these pages and copy with applicable copywrite laws and other applicable intellectual property laws.

3. Student and Staff Conduct

The district has multiple policies regarding student and staff conduct which overlap with this policy. The Committee and Administration recognize that the use of electronic communication technology in an

educational setting presents new challenges to appropriate student and staff conduct. However, behavioral expectations will not be diminished in these settings and appropriate professional boundaries shall be maintained at all times and through all means of communications. As such, the District retains the right to moderate and restrict student and staff communication on District owned pages. The Committee and the Administration expect staff and students to maintain the same level of decorum in electronic communications, including the use of social media, as in face-to-face interactions. This policy is intended to supplement existing policies, not to supersede them.

- a. **Bullying and Cyber-Bullying:** The Committee and LPS are committed to maintaining a safe learning environment for all students. With regard to bullying, please see Policy Section JICFB - Bullying Prevention, and, in particular, references to cyber-bullying. Cyber-bullying of any kind will not be tolerated.
LPS is also committed to maintaining an environment which is free of harassment. The district will promptly investigate allegations of harassment on property within the jurisdiction of the District, or while engaging in school activities. Please see policy JBA – Student-to-Student Harassment.
- b. **Acceptable Use of School Equipment and Networks:** The Committee and LPS are committed to maintaining the security of LPS networks, the quality of LPS equipment, and the privacy of LPS students. See Acceptable Use Agreement in Employee and Student Handbooks.
- c. **Student Handbooks:** At the beginning of each school year the building administrator or homeroom teacher shall distribute student handbooks which detail the expectations of behavior for LPS students and set rules for student conduct. Nothing contained in this Policy shall diminish those expectations and rules. The on-line behavior of both students and staff shall reflect the same standards as those used for face-to-face communications at the LPS.

4. Public Records Law and Copyright Protection

The Attorney General of the Commonwealth of Massachusetts has determined that any record created or received by a public employee in his or her capacity as such is subject to retention and perhaps disclosure under the public records law: <http://www.sec.state.ma.us/pre/preidx.htm>.

- a. Staff shall save all direct messages and communications conveyed through social media sites and through their own district email address.
- b. Staff shall comply with applicable copyright laws when posting information produced by another person or entity and shall cite all third-party sources of information posted or shared.

5. Responsibilities of the Superintendent, the Administration and Athletic Director

- a. The Superintendent of Schools will develop and maintain a technology Acceptable Use Policy (AUP). It will be the responsibility of the Superintendent to work with representatives from the staff to review this policy annually and propose updates when appropriate.
- b. The Superintendent and the Administration retain the right to monitor all district-approved social media, all activity on LPS-owned equipment (i.e., computers, tablets, etc.), and all activity on LPS's network for the purpose of maintaining the safety of students and staff and to ensure that this policy is followed by all staff members.
- c. The Superintendent and the Administration will have all staff including coaches read and review this policy at the beginning of each school year and/or season.

6. Discipline

The Superintendent or assigned designees may conduct internet searches to determine whether staff members have used social media in ways that violate this Policy. If a violation of the Policy is determined to have occurred, the Superintendent or assigned designee shall bring the violation to the attention of the staff member and shall consider and apply disciplinary measures up to and including termination. The disciplinary process for staff shall proceed in accordance with any applicable collective bargaining agreement under which the staff member is covered.

The LPS and the Committee disclaim all liability for the content of materials that users access on Social Media, for damages suffered in the course of or as a result of social media use, and for any related consequences. The LPS shall not be responsible for any unauthorized use of the District's network, including any and all unauthorized costs, financial obligations, fees, charges, or purchases.

Ref.: School Committee Policy JBA

School Committee Policy JICFB
Acceptable Use Agreement
K-8 Student Handbook
Longmeadow High School Student Handbook

Approved by School Committee January 14, 2013
Updates: Approved by School Committee 6/23/2014
Approved by School Committee 12/8/2014 , 9/25/2018

§ 6. Corporal Punishment – File JKA

State law provides that:

The power of the School Committee or of any teacher or other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any student.

Established by law LEGAL REF.: M.G.L. 71:37G

§ 7. Transporting Students in Private Vehicles

Longmeadow Public Schools employees when acting in her/his capacity as an employee may not transport a student in the employee's own vehicle to or from a school-sponsored activity.

Policy EEAG – Student Transportation in Private Vehicles:

Whenever practicable, school buses will be used for the transportation of students participating in school-sponsored activities and athletic competitions. However, in the event that a school bus is not provided, students will be required to arrange their own transportation to and from school-sponsored activities and athletic competitions. The School will not be responsible for coordinating or reviewing the transportation arrangements under this option.

The School and the Town specifically disclaim all liability that may result from the use of volunteer drivers and/or private vehicles to transport students to and from school-sponsored activities and athletic competitions.

§ 8. No Recommendation of Medication for Students

Instructional staff may believe that a student whom they deal with has a medical condition (e.g., attention deficit hyperactivity disorder [ADHD]) that requires medical treatment, including the prescription of medication, so that the student can participate in instructional and other activities. It is appropriate for a principal or teacher to bring a student's school-related problems to the attention of the child's parent or guardian, and to suggest that the child's caregiver have the child evaluated medically. But school Human

Resources are not medically trained diagnosticians. They should therefore refrain from venturing medical opinions or judgments about a student to the student's parent, guardian, or any other party.

§ 9. Mandated Reporters

All employees of the Longmeadow Public Schools are "Mandated Reporters" as described in MA General Law, Chapter 119, Section 51A.

As a mandated reporter if you have reasonable cause to believe a child is suffering physical or emotional injury resulting from: (i) abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare, including sexual abuse; (ii) neglect, including malnutrition; or (iii) physical dependence upon an additive drug at birth, shall immediately communicate with your building principal/supervisor, orally or written, within 48 hours, and that principal/supervisor will notify shall be responsible for notifying Department of Public Welfare.

There are penalties outlined within the law for knowingly not reporting suspected harm, or from willfully filing frivolous reports.

PART IX. USE AND CARE OF SCHOOL DISTRICT PROPERTY

§ 1. Use of Longmeadow Public Schools Telephones

Telephones are provided throughout the school system in order to promote the efficient and economical conduct of the business of the Longmeadow Public Schools. This equipment is not meant for employees' private use or for the conduct of commercial, personal, or other business unrelated to the public business of the Longmeadow Public Schools.

It is understood that on occasion an employee will find it necessary to make or receive a telephone call of a personal nature while at work. Nevertheless, except in such incidental and infrequent circumstances, it is prohibited to use telephone equipment located in school buildings or facilities for any purpose not related to the business of the Longmeadow Public Schools, without the express prior permission of the Superintendent of Schools or her/his designee.

§ 2. Use of Photocopiers, Printers or Facsimile (FAX) Machines

Photocopying equipment, printers and facsimile transmission (fax) machines are provided throughout the school system in order to promote the efficient and economical conduct of the business of the Longmeadow Public Schools. These machines and equipment are not meant for employee use for personal copying or faxing, nor are they meant for use in producing, duplicating, or distributing commercial materials or notices, or for any other purpose except the business of the Longmeadow Public Schools.

It is prohibited for any Longmeadow Public Schools employee to use photocopying equipment or fax machines for any use that is not related to the business of the Longmeadow Public Schools without the express prior permission of the Superintendent of Schools or her/his designee.

§ 3. Use of Longmeadow Public Schools Official Stationery

Official stationary of the Longmeadow Public Schools is intended for the use of school employees in the conduct of official school business. Official school stationary may not be used by any employee for personal, commercial, or any other purpose that is not directly related to the mission of the Longmeadow Public Schools.

§ 4. No Assurance of Privacy When Using School Network

No employee should have any expectation whatsoever of privacy in her/his use of a Longmeadow Public Schools computer, of electronic mail (e-mail) access provided by the Longmeadow Public Schools, or of any software or Internet access provided by or through the Longmeadow Public Schools. Any e-mail sent from or received at a Longmeadow Public Schools network address, or that is accessed on a school computer, or other use of a Longmeadow Public Schools computer, is subject to scrutiny by the Superintendent of Schools or her/his designee, and to review for its appropriateness. Any inappropriate use of school system e-mail or other computer access or facilities may subject the employee who does so to disciplinary action, up to and including termination.

§ 5. Employee File Cabinets/Desks/Computers, etc.

Employees may be issued desks, file cabinets, closets, etc. for their use. Employees should have no expectation of privacy in any school issued property. The property remains that of the Longmeadow Public Schools and may be subject to inspection without notice to insure cleanliness, safety and adherence to federal, state, and local laws or regulations.

§ 6. Building Identification Badges and Room Keys

- A. Identification badges and Room Keys Are Property of School System. ID Badges and room keys to school system property and facilities are provided to school employees solely for the benefit of the educational and other legitimate activities of the Longmeadow Public Schools. Such keys are the property of the Longmeadow Public Schools and the Town of Longmeadow. They are not the property of the individual whom they are provided to.
- B. Unauthorized Possession or Copying of Keys Prohibited. No person to whom such keys/ID badges are duly issued may loan them to any other person without express prior approval of the superintendent of schools or her/his designee. No person to whom such keys are duly issued may copy or facilitate the copying of keys to any Longmeadow Public Schools building or facility, or room or rooms within such a building or facility, for any reason without express prior approval of the Superintendent of Schools or her/his designee.
- C. Surrender of Keys on Demand.
1. *Authorized Keys.* Any and all keys and ID badges provided to school system facilities and property that are provided to Longmeadow Public Schools employees shall be surrendered immediately upon the request or demand of the Superintendent of Schools, the Superintendent's designee, the principal of the building to which they keys provide access, or, for any custodial employee, the Facilities Director.
 2. *Unauthorized Keys.* Any employee who is in possession of one or more keys to a Longmeadow Public Schools building, or rooms within a school building, which have been copied without authorization, or the possession of which by that employee is unauthorized, shall immediately turn all such keys over to her/his supervisor or to the Director of Human Resources.
- D. Consequences of Disregard of These Rules. Unauthorized possession by a Longmeadow Public Schools employee of keys/ID badges to school buildings and rooms, and failure by an employee to surrender unauthorized keys, shall be deemed an insubordinate act. As such, it may be subject to disciplinary action, up to and including termination. Failure to surrender keys upon demand may be deemed an insubordinate act, and may be subject to disciplinary action, up to and including termination. Possession of unauthorized keys may also be deemed a criminal act under certain circumstances, and may be reported to appropriate authorities.

§ 7. Failing to Close Fire Doors and Use of Door Wedges Prohibited

Fire doors are placed in school buildings in order to prevent the spread of fire, thereby saving lives and property. For fire doors to work as intended they must be closed. Therefore, it is prohibited for any employee to prop or keep open a fire door in any fashion. No fire door is to be open at any time except momentarily, to allow persons or materials to pass through the doorway. The Longmeadow Public Schools incurs considerable expense annually by having to replace doors and door frames throughout the system that are damaged by students' and staff members' propping doors open with metal, wooden, or other types of wedges or items used as wedges. The use of any object to wedge open a door in a Longmeadow Public Schools facility is therefore prohibited.

§ 8. Employee Handbook

The Longmeadow Public Schools *Employee Handbook* that is provided to school district employees is the property of and shall remain the property of the Longmeadow Public Schools. Each Longmeadow Public Schools employee is expected to familiarize her/himself with the contents of the *Handbook* upon receiving a copy.

The *Handbook* shall be kept by the employee for her/his information and reference until she/he is directed to return it to the employee's supervisor, whereupon the employee shall surrender the *Handbook*.

An employee who resigns from, is terminated by, or is laid off from the Longmeadow Public Schools shall surrender her/his copy of the *Handbook* on or before that employee's last day of work.

APPENDIX A

WHAT DO THESE ACRONYMS AND ABBREVIATIONS MEAN?

Educational “Jargon”

Acronyms and abbreviations have become a part of our school culture. Here are few of the more common terms that are used in our school district and/or throughout the educational community:

District and Inter-District

LPS: Longmeadow Public Schools	http://www.longmeadow.k12.ma.us
DESE Department of Elementary and Secondary Education	http://www.doe.mass.edu
PGC: Professional Growth Committee	http://sites.longmeadow.k12.ma.us/www/assistant-superintendent/professional-learning
LPVEC: Lower Pioneer Valley Educational Collaborative	http://www.lpvec.org/
LCTV: Longmeadow Cable Television	http://www.longmeadowtv.org/
DCAP: District Curriculum Accommodation Plan SCAP: School Curriculum Accommodation Plan	https://sites.google.com/a/longmeadow.k12.ma.us/www/docs-forms
SC: School Committee	https://sites.google.com/a/longmeadow.k12.ma.us/www/school-committee
SB: Select Board	http://www.longmeadow.org/287/Town-Manager
FC: Finance Committee	http://www.longmeadow.org/321/Finance-Committee

Building Level & Classroom Related

IEP: Individualized Education Plan (special needs students)	http://www.doe.mass.edu/sped/iep/
PAC: Parent Advisory Council	GMS: http://gms.longmeadow.k12.ma.us/pac WMS: http://www.williamspac.org/home LHS: http://lhs.longmeadow.k12.ma.us/parents-advisory-council
PTO: Parent Teacher Organization	BBH: http://bhs.longmeadow.k12.ma.us/pto CTR: http://www.centerschoolpto.com/
PTA: Parent Teacher Association	WSR: https://sites.google.com/site/wolfswamppta/
SSR: Sustained Silent Reading (or) DEAR: Drop Everything And Read	http://www.education-world.com/a_curr/curr038.shtml
ICE: Individualized and Cooperative Experiences (High School)	
SIP: School Improvement Plan	
CST: Child Study Team	

APPENDIX B

Frequently Asked Questions

How will I know if school is cancelled, or if there is a delayed opening?

The School Department will close school only in the case of extreme weather conditions. When schools are to be closed for the day, or if there is a delayed opening, the decision will be announced by 7:00 a.m. on local radio and television stations. In addition, the **SchoolMessenger** automated telephone messaging service will contact you.

What is the procedure for school lunches?

All faculty and students receive a copy of the school lunch menu on a monthly basis. Anticipated prices for lunches are as follows:

Students:	Elementary - \$2.75: middle school - \$3.00: high school - \$3.25
Staff:	All levels- \$3.50

In some schools, there are other selections available for lunch.

Where should I park my car when I get to school?

At each school and at central office, there are marked parking areas for staff. You will find, for example, that at the high school, there are parking spaces for administration, and at the Central Office, there are parking spaces for personnel and for visitors. It is extremely important for you to be aware of the parking regulations at your building and at other buildings that you might be visiting.

Where do I get my paycheck?

Your paycheck/direct deposit will be in your mailbox on Wednesdays. You will get paid every two weeks.

When will I be responsible for after school meetings?

The first Monday of each month is designated for building faculty meetings conducted by the Principal. In addition to these meetings, you should consult your LEA bargaining unit agreement for your work year and length of day expectation.

What do I need to know if I want to run an after-school activity?

There will be postings for certain after school activities in each building. These positions are open to all faculty members. Talk with your building principal for additional information about these co-curricular activities or clubs if you might be interested in sponsoring one. If you do run an after-school activity or have students stay after school, you need to be with them and supervise the activity for the entire time. Students should not be left unattended or allowed to roam around the building, and when the activity is finished, students need to leave the building.

What should I do if there is a fire drill? Are there other safety procedures that I should know about?

Each room has a sign that states the procedure for exiting the building in case of a fire drill. It is important for you to read the information in the student handbook as well. Be sure that you account for ALL of your students when there is a fire drill. When you leave the building bring a list of your students. It would be advisable for you to review the procedure with other staff to be sure that it is clear to you. Additional safety procedures will be discussed at the beginning of the school year.

What are student records/cumulative records?

Student/Cumulative records for each student are on file in the school. Their records will include test results and some biographical information. If you need to access these records, contact the guidance office or the school secretary for assistance. Each school has procedures for additions to cumulative records.

How will I find out about rules and regulations for students?

All students receive a student handbook. The information contained in these handbooks is important for both students and teachers. Included in the handbook are rules for students, policies, student rights, and information related to the operation of the school.

What do I need to do if I am going to be out of school and need a substitute?

Use the Absence Management (formerly known as AESOP) system for arranging for a substitute teacher (see your packet for details). It's always best to provide notification as soon as you know that you are going to be out of school. You should have the following information for your substitute teacher:

Your class schedule (including extra duties)

Directions for homeroom and class routines

Seating charts

Lesson plans for all classes

Any information that you think the substitute teacher needs to know

***If you are going to be out, but do not need a substitute teacher, you still need to follow the Absence Management procedure to report your absence.**

What should I know before I hand out any books?

All new books need to be stamped and numbered. Check with your school office for stamping equipment. All books need the stamp on the inside cover before they can be issued. Students also need to fill out and sign a book form before taking the book.

What is inter-school mail, and how does it work?

If you need to send correspondence to the Central Office or to another school, you can place it in a large envelope that is available in the office in your school. There is a mailbox specifically for inter-school mail in the office. This mail is picked up daily. There is also a mailbox for regular mail, and this mail is also picked up daily.

Where can I find information about course offerings and professional development opportunities?

Longmeadow has a very active professional development program. The New Employee binder includes your professional development handbook regarding system policies, programs, and procedures, as well as a course booklet (this information is also available on the district's website). Each school has representatives on the Longmeadow Professional Growth Committee (PGC). There is also a committee that works with each principal to assist with building level professional development programs. These committee members can help you with questions that you might have regarding professional development. Information related to other professional development opportunities will also be posted in the faculty room and/or on bulletin boards in individual buildings.

What are my professional development obligations?

Please refer to LEA, Unit A contract: ARTICLE XV, Professional Growth, B. Required Courses

Teachers are required within each three-year period to complete successfully an approved two credit hour in-service course or workshop, or, at their own expense, a two credit hour graduate or non-graduate course. If prior approval of the Superintendent is secured, a Teacher may meet this course requirement by:

- a. Successfully teaching a recognized college credit course or an approved in-service course or workshop; or
- b. Meeting approved equivalent educational travel requirements of Section F of this Article.

Courses or workshops required by the State or School Committee, exclusive of those required to gain or maintain professional certification, will either be offered by the School Committee at no cost to the individual, or, with approval of the Superintendent, may be taken elsewhere, with tuition reimbursement provided up to the credit hour rate in effect at the time at the University of Massachusetts.

Failure to meet the requirements above makes a Teacher ineligible for further salary step increments until the requirements are successfully met. Teachers who have taken 30 credit hours of graduate level courses beyond the Master's Degree or have twenty-five (25) years of teaching experience, at least fifteen (15) of which are in the Longmeadow Public School System are exempted from this requirement.

All Teachers, particularly those in secondary schools, are encouraged to take subject matter courses when available and appropriate to the teaching assignment.

This will be your only reminder of this obligation. Step raises are dependent upon adhering to these requirements.

What does the LEA do?

Teachers' wages, hours, compensation, and conditions of employment are mandatory subjects of bargaining that are delineated in the Agreement between the LEA and the Longmeadow School Committee. The LEA serves as the exclusive bargaining agent. According to the current agreement, new hires have the opportunity to join the Association or to pay their fair share by contributing a commensurate amount to a scholarship fund for high school students. Any questions regarding the LEA may be addressed to building representatives.

What is the cost for membership in LEA?

The membership dues are determined annually, by FTE and by Unit. Please check with Human Resources or your unit representative for amounts.

The dues for membership in these associations are deducted in equal installments from each paycheck during the year. It is important for teachers to sign the appropriate membership form at the very beginning of the school year so that deductions begin as soon as possible. Your building representatives will be able to help you with the membership process.